



with society – for society

CONSULTANT / JUNIOR CONSULTANT IN STAKEHOLDER ENGAGEMENT & CO-CREATION

Fulltime to parttime positions in Brussels, Berlin or Ljubljana
1-5 years relevant professional experience requested
Varying starting dates

Open invitation to apply for current and future job openings at Prospex Institute vzw

Prospex Institute is looking for Junior Consultants / Consultants with 1 to 5 years of relevant professional experience to contribute to its stakeholder engagement and co-creation work in international projects from EU Horizon research & innovation projects to shorter term consultancy in various fields (e.g., biodiversity restoration, circular economy, energy, health, materials), including EU Horizon research projects, in various fields (e.g., biodiversity restoration, forestry, circular economy, energy, food, etc.). The tasks include project coordination and contributing to the design, preparation, accompanying research and facilitation of stakeholder engagement in various formats (including digital formats). We are looking for colleagues with passion for dialogue, participatory and co-creative processes and with the ability to work on complex issues to join our multi-national team in ONE of the following locations: Brussels (Belgium), Berlin (Germany) or Ljubljana (Slovenia).

Prospex Institute has recurrent positions opening in this field. Your application will be considered for current and, upon your agreement, for future open positions.

WE ARE

- A highly professional, internationally recognized and growing not-for-profit organization
- Contributing to key topics *with society – for society*
- With a multi-disciplinary and multi-cultural team in different locations in Europe
- Working with top level partners across Europe and beyond
- Headquartered in Brussels, Belgium, with teams in Berlin and Ljubljana and with an international network and reach; more at www.prospex-institute.org

YOUR PROFILE

Degree, expertise

- An adequate academic qualification (minimum: Master's degree) in a relevant field
- Knowledge in the area of stakeholder dialogue, participatory, co-creative processes

Experience, interests

- One to five years of relevant professional experience
- Interested in dialogue processes and engagement of citizens and stakeholders, also in advanced content, research and technical fields
- Interest in working with science, academia, research and innovation
- Interested in short- to long-term and consultancy projects covering a variety of topics including sustainability, research and innovation

Skills and attitudes

- Strong organizational and project management skills
- Strong skills for analysis, writing and content development in diverse electronic and other forms
- Aptitude to implement short- and long-term consultancy projects
- Experience in handling digital tools for participatory formats
- A team player and able to work independently
- Professional, open-minded and pro-active, respectful and user-/customer-friendly attitude

Location, language & travel

- Willing to work at ONE of the possible locations: Brussels, Berlin or Ljubljana
- Languages: for all locations an excellent native or near native command of English
 - Additionally for Brussels: an excellent command of one or several other language/s an important asset
 - Additionally for Berlin: a very good command of German; additional languages an important asset
 - Additionally for Ljubljana: an excellent command of Slovenian; additional languages (also from the South-East Europe region) an important asset
- Familiar with the context and environment in the location in question
- Willing to travel frequently, also internationally, between 1 day and several days per month (COVID-19 situation allowing)

TASKS

General and project coordination

- Contribute to projects through engagement of diverse stakeholders (from government, business, research to civil society and citizens) on societally relevant issues in Europe and beyond
- Project coordination, project planning, organisation and implementation of projects and processes in short- to long-term projects and consultancy, preparing deliverables and meeting deadlines

- Participation in meetings and events across Europe (COVID-19 situation allowing)

Participatory processes, dialogue, co-creation, mapping and networking

- Contribute to strategies and action plans on how to engage specific stakeholder groups
- Plan and support stakeholder engagement activities
- Contribute to the design of participatory processes
- Contribute to facilitating engagement processes, including multi-stakeholder, analog, digital and hybrid ones
- Identify stakeholder groups and perform stakeholder mapping, mindful of concerns for diversity and inclusivity
- Contribute to alliance building, networking, and proposal development

Analysis, assessment, reports

- Perform research & assessment on a variety of topics and work them into materials usable in stakeholder and citizen engagement
- Perform analysis of engagement processes and outcomes
- Drafting and reviewing reports, documentation, articles, papers, publications in excellent English and, as applicable, other languages

WE OFFER

- The opportunity for meaningful contribution to addressing society's challenges
- Inclusion in international, high-level projects
- A salary package in line with position and experience
- Opportunities to participate in the development of a fast-growing organization
- An innovative, inspiring, and positive work environment with an open team culture
- A combination of content- and engagement-oriented work and of team- and self-guided work

ARE YOU INTERESTED?

Then please fill in your application online in English accessing the following link:
<https://www.prospex-institute.org/junior-consultants-and-consultants>

IMPORTANT: Your application needs to be complete and include:

- Your motivation letter (one-page letter)
- Your updated CV (complete with biographical data)
- An indication of the location you are interested in (Brussels and/or Berlin and/or Ljubljana)
- Copies of diplomas and certificates
- Relevant requests
- A minimum of 2 references with contact details
- Examples of your work as appropriate

We look forward to hearing from you!